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26 February 1959

MEMORANDUM FOR: Chief, Transportation Division, Office of Logistics
SUBJECT : Requirement for Transportation on a Daily Basis
REFERENCE : SAFC-4724 dated 22 March 1956

1. In regards to reference, there is a continuing need for obtaining an Agency chauffeur-driven automobile on a daily basis for the transportation of the Development Projects Division couriers.

2. The burden of courier work placed on our Registry Section is considerably larger than when the referenced memorandum was written. Effective 16 February 1959 by Notice 1-120-2, Development Projects Staff became Development Projects Division and in addition to the aforementioned staff the following units were incorporated into it and are now physically located at H Street:

Planning Staff, PS/DCI

DD/P

Aircraft Maintenance Support Division, OL, DD/S

DD/P

Our Registry Section has assumed all the courier and pick-up service previously rendered to these units by other Sections of the Agency. The number of stops and the locations outside the Agency has increased to a considerable degree. The times most convenient to us for this service is 9:30 A.M. and 2:00 P.M.

3. Since we cannot predict the amount of time these runs will take, we desire the time for use of the car to be left open. At the same time, it would be convenient if the car reported to 1717 H Street automatically to eliminate a daily phone call to the motor pool. We will call the motor pool on a need basis on Saturdays.

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JAMES A. CUNNINGHAM, JR.
Chief, Administrative Branch
Development Projects Division

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